**City of York – Museum/Ball Complex Coordinator**

The City of York is seeking a part time Museum/Ball Complex Coordinator, consisting of a 50/50 split between the Museum and the Ball Complex.

The museum role is to manage the Anna Bemis Palmer Archive and Classroom and the Palmer collection. The applicant will work with an Advisory Board to organize and preserve artifacts; manage and improve collection records and database; prepare for deaccession of artifacts and display items; prepare and managing displays for viewing; manage budget and contracts; coordinate volunteer staff; and community outreach, marketing and fundraising.

The Ball Complex role will include working under the director of the Park and Recreation Director to recruit complex sponsors and tournaments/teams, marketing of complex amenities, and managing inventory of concessions.

**Qualifications**

* Museum or library science, history, anthropology or archeology degree or certification preferred
* Degree or certification in management, marketing or communication preferred
* Experience with preservation, research or archives preferred
* Marketing or communication experience a plus.

Salary range: $18.449 - $24.724 plus excellent benefit package

Applicants can apply online at [www.cityofyork.net](http://www.cityofyork.net) or e-mail application to [dpfeifer@cityofyork.net](mailto:dpfeifer@cityofyork.net).

**Applications will be accepted until position is filled. First review of applications will begin 2/6/2023.**

**City of York is an Equal Opportunity Employer**